

71-1844-  
71-4747  
9 DEC 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Review of Manpower Utilization

REFERENCE : Memo fr ExDir-Compt to DD/S dtd 30 Jul 71, subject: IG Survey of the Office of Personnel

Executive Registry

71-2306/5

1. This memorandum is in response to the questions raised in referent memorandum (Tab A) and contains two recommendations for your approval; these recommendations are contained in paragraph 8.

2. We, of course, agree completely with the importance of Recommendation No. 15 in the Inspector General's survey (Tab B). It lends strong support to our own objectives for the role of the Position Management and Compensation Division (PMCD) in reviewing manpower utilization in the Agency.

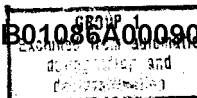
X1A 3. Our review of the manpower resources needed by PMCD to carry out its full mission confirms the estimate contained in the subject report. The staff of that Division under current procedures would need to be increased to [redacted] in order to fulfill monitoring responsibilities and to conduct position and manpower utilization surveys on a three-year cycle. In the face of current restrictions, however, it has only been possible to increase the ceiling of the Division from [redacted]

X1A 4. During the past year, approximately 60 percent of the man-hours available in the Division has been used in audits of position and manpower utilization. Although we have accelerated the progress in line with the IG's recommendation, under current procedures we cannot hope to maintain coverage of the entire Agency on a three-year cycle with the staff available. In order to increase coverage, therefore, we have streamlined survey procedures and adopted the use of condensed employee-prepared position descriptions whenever possible. We need the full support and cooperation at all command levels to make these surveys efficient. We believe the productivity of our efforts would be further enhanced by publication of an Agency notice along the lines of the attachment (Tab C).

5. Henceforth, surveys will be scheduled with the heads of Agency components at intervals designed to complete Agency coverage once every three years insofar as is possible with the present staff. In the course of these surveys we shall aim to identify areas of ineffective organization, work duplication, and inappropriate utilization of personnel. The results of these surveys will be reported to the operating components and to the Directorate manpower officials concerned.

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6. Hopefully, discussions involving the operating officials, Directorate manpower officers, the Director of Personnel and the Director, PFB will bring about necessary corrective actions. We believe it important that the Deputies understand that they will not necessarily lose positions identified in certain offices as excess to their needs. Such positions generally should be available to meet new or more urgent requirements in the concerned Directorate.

7. At the conclusion of the survey and the follow-on discussions, a report will be provided to the Executive Director-Comptroller for your information or such further action as you may consider necessary.

8. It is recommended that:

a. you approve the issuance of the attached Headquarters Notice (Tab C).

b. you approve in principle the procedures outlined above for improving our monitoring and auditing of personnel utilization in the Agency.

/s/ Charles A. Briggs

/s/ Harry B. Fisher

Charles A. Briggs  
Director  
Planning, Programming and Budgeting

Harry B. Fisher  
Director of Personnel

Atts: 3

The recommendations contained in paragraph 8 are approved.

L. K. White

L. K. White  
Executive Director-Comptroller

22 DEC 1971  
Date

Distribution:

- Orig - Return to D/Pers
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OD/Pers/HBFisher:pjg (7 Dec. 71)

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11-30-71

71-2306/3

30 July 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Inspector General's Survey of the  
Office of Personnel

REFERENCE : Memo dtd 9 July 1971 to ExDir-Compt  
fr DD/S, subj: Report of the Inspector  
General's Survey of the Office of Personnel

1. Your response to the Inspector General's survey of the Office of Personnel is entirely satisfactory. After the Director of Personnel has completed his review of the allocation of resources to the Position Management and Compensation Division, I shall be interested in having a report from him.

2. In this connection, it seems to me that Recommendation No. 15 is particularly important, since I believe it is intended to imply that the Position Management and Compensation Division, somewhat expanded, can audit manpower utilization in the Agency. This is certainly a job which needs to be done periodically. I should like to request that the Director of Personnel and the Director of Planning, Programming, and Budgeting consider their present responsibilities and submit to me specific recommendations on how our current monitoring and auditing of manpower and personnel utilization can be improved.

L. K. White

Executive Director-Comptroller

Recommendation No. 15

That the Office of Personnel:

- a. Review the manpower resources needed by PMCD to carry out its full mission and responsibility and adjust the T/O of PMCD accordingly;

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TO	NAME AND ADDRESS	DATE	INITIALS
1	Inspector General	12/13	
2	<i>Executive Director</i>		
3	<i>OK</i>		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>For your review and recommendations to the Executive Director.</p> <p><i>I have received the attached memorandum and the proposed Agency Notice. They look fine to me.</i></p>			
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FROM: NAME, ADDRESS		NO.	DATE
O/Executive Director		7D59	13 Dec 71
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MEMORANDUM FOR: Colonel White

This is the agreed PPB and OP position on IG Recommendation No. 15. I endorse it and request your approval of the recommendations contained in paragraph 8.



Robert S. Wattles

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(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

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